



## THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

DAVID W. CARMICHEAL, DIRECTOR

### Records and Information Management Services

#### State Agency Specific Schedules For Natural Resources, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Acryl amide & Epichlorohydrin Certifications		12 years		Temporary - Short Term		0462-034
Asbestos Abatement Contractor Application Files		3 years		Temporary - Short Term		0462-012

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Asbestos Files	Includes asbestos repeat monitoring determinations and supporting documentation for determination and/or repeal Determination and/or Repeal	Retain in perpetuity or until a more current repeat monitoring determination has been issued monitoring determination has been issued		Temporary - Long Term		0462-033
Asbestos Project Notifications		5 years		Temporary - Short Term		0462-011

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Certification Files	Includes labs certified for microbial analysis, labs certified for chemical analysis, and individuals certified to conduct inspections and sanitary surveys other than EPD Individuals Certified to Conduct Inspections and Sanitary Surveys Other than EPD	Retain 40 years or 1 year after revised or updated, whichever is longer whichever is longer		Temporary - Long Term		0462-037
Closed Violation Reports Files		3 years		Temporary - Short Term		0462-002
Coastal Marshlands Protection Act of 1970 Shore Protection Act Applications, Permits, Denials, Appeals, and Revocable License Files		Permanent		Permanent		0462-003
Commercial Fisheries Program Files		Permanent		Permanent		0462-007

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Consent Orders	Original orders that have been signed by the Director of the Dept. of Natural Resources for companies in violation of Air Quality Permit	Permanent		Permanent	Transfer to Archives for permanent retention	0462-041
Consumer Confidence Report Certifications		5 years		Temporary - Short Term		0462-040
Consumer Confidence Reports		1 year		Temporary - Short Term		0462-020
Disinfection Byproducts Files	Includes DDBP monitoring plans and DDBP monitoring requirements	12 years		Temporary - Short Term		0462-031
Disinfection Byproducts Lab Results Files		12 years		Temporary - Short Term		0462-030
Drinking Water State Revolving Fund Files		20 years		Temporary - Long Term		0462-036

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
EPD Laboratory Program Raw Data Files		7 years		Temporary - Short Term		0462-004
Filter Backwash Rule Recycle Plans	Includes recycle plans and decisions allowing systems to deviate from FBR	40 years or 1 year after revised or updated, whichever is longer		Temporary - Long Term		0462-027
Flight Records and Passenger Manifests		2 years		Temporary - Short Term		0462-010
Information Collection Rule Files		12 years		Temporary - Short Term		0462-035
Initial Distribution System Evaluation Monitoring Plans		12 years		Temporary - Short Term		0462-032
Initial Distribution System Evaluation Operational Evaluations		10 years		Temporary - Short Term		0462-039

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Initial Distribution System Evaluation Reports, 40/30 Certifications, Very Small System Waivers, and All Modifications		Must be kept until replaced or revised in their entirety entirety		Temporary - Long Term		0462-038
Inspection Files	Includes sanitary surveys, decisions and justifications to increase time between sanitary surveys, and other records Sanitary Surveys, Routine Inspection Reports, Certification of Deficiency Resolution, CPE Reports and Documentation	Permanent		Permanent		0462-019
Inventory and Permitting Files	Water system inventory and permitting files	Permanent		Permanent		0462-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Lead and Copper Compliance Determination Files	Includes lead and copper compliance determinations; lead and copper system information Information	40 years		Temporary - Long Term		0462-029
Lead Based Paint Individual Certifications		3 years		Temporary - Short Term		0462-014
Lead Based Paint Notices to Proceed		3 years		Temporary - Short Term		0462-015
Lead Based Paint Training Providers		3 years		Temporary - Short Term		0462-016
Lead-Based Paint Firm Licenses		3 years		Temporary - Short Term		0462-013
Long-Term Two Enhanced Surface Water Treatment Rule	Includes cryptosporidium monitoring results, bin classifications, and oocysts/liter determinations Determinations	12 years		Temporary - Short Term		0462-026
Marina Lease File		Permanent		Permanent		0462-005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Marine Recreational Fisheries Program Files		Program files: retain for 3 years; sports fish harvest reports are permanent		Permanent		0462-001
Outer Continental Shelf Program Files		Permanent		Permanent		0462-008
Shellfish Area Lease File		Permanent		Permanent		0462-006
Shellfish Sanitation Monitoring and Test Results		Permanent		Permanent		0462-009
Surface Water Approval Files		Permanent		Permanent		0462-023



Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Surface Water Treatment Rule Files	Includes decisions allowing systems to exceed SWTR and list of systems required to complete CPE or CCP Complete CPE or CCP	40 years or 1 year after decision is updated, whichever is longer		Temporary - Long Term		0462-025
Total Coliform Rule Files	Includes microbial data and results, invalidation of TCR samples, and repeat sampling waivers	5 years		Temporary - Short Term		0462-024
Volatile Organic Compounds, Synthetic Organic Compounds, Inorganic Compounds, Radiological, Lead and Copper Lab Results Files	Includes date and place of sampling, date and results of analyses	12 years		Temporary - Short Term		0462-028
Vulnerability Assessment Files	Includes vulnerability assessment and wellhead protection plans	Permanent		Permanent		0462-022

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Watershed Protection Plan Files		Permanent		Permanent		0462-021
Yearly Working Files	Includes notice of violations, violation deletion notification, non-critical correspondence, and other related records Distribution System Expansion Approval Decisions, Public Notification Files, PN Certifications, and Monthly Operating Reports	12 years		Temporary - Short Term		0462-018